

Cryptologic Technician Collection (CTR) Conversion and “A” School Requests

Updated 8 July 2021

General CTR conversion information:

The CTR rating is open to conversion for qualified Sailors.

Sea duty for CTRs includes duty as Navy Aircrewmen, and permanent or temporary assignments on board ships and submarines. All applicants for CTR are required to volunteer for duty involving aerial flight and for duty onboard submarines. (This volunteer statement must be made with the expectancy that they will qualify for both Aircrew and Submarine duty.)

NOTES:

CTR does not participate in SCORE or STAR. Sailors should convert to CTR using the “Obligate to Train” (OTT) option if possible; this is covered in MILPERSMAN Article 1306-106, paragraph 4. Requests for OTT should be forwarded to BUPERS-328 for approval. Obligated service may be obtained with either an OTT extension or OTT conditional reenlistment once authorization is received from BUPERS-328.

Security eligibility requirements will NOT be waived. The member MUST be a US citizen (no waivers) and all immediate family members must be either a US citizen or the citizen of a country on the Low Threat Matrix listed in Intelligence Community Directive 704 (ICD-704).

All ratings requiring TS and TS/SCI clearances must have a SF86 included with the conversion package even if the member already possesses as security clearance of any level. The SF86 should be done via the e-QIP system. The SF86 can be completed in e-QIP, then saved and printed but not submitted. If this is not an option, filling out and submitting the SF86 form completed in Adobe Acrobat is acceptable.

It is the Command and the member’s responsibility to actively communicate with the CTR ECM during all phases of the screening and conversion process. Always confirm receipt of all documents sent. Always encrypt all emails sent to the CTR ECM regardless of content. You can contact the CTR ECM at any phase to check on progress of the screening.

CTR Conversion Package Checklist

Eligibility Requirements:

Security

Applicant must be a U.S. citizen. **NO WAIVERS**

All of the applicant's immediate family must be U.S. citizens. **(May not be required of family members of certain countries)**

Academic

ASVAB Composite of MK+PC of 110 or greater **OR** AR+MK+PC of 164 or greater **(NO WAIVERS)**

Proof of Completion of:

NEETS Module 10: Wave Propagation, Transmission Lines, and Antennas

NEETS Module 12: Modulation

NEETS Module 17: Radio-Frequency Communications Principles

Service

Pay grade E-6 or below

No more than 10 years of service

Performance

Evaluation marks at least "3.0" or higher and promotion recommendation of "P" or higher for past 36 months

Meets PFA/BCA standards - no PRT failures for the past 48 months (8 PFA cycles)

No NJP for 36 months prior to request. Some NJP prior to 36 months may be prohibitive to conversion.

Physical

Normal hearing

Worldwide assignable

No Medical Screening for Aircrew or Submarine Duty required

Package Documentation Requirements:

1306/7 requesting conversion to CTR

Copy of SF-86 (Request for Security Clearance)

A fillable pdf SF86 can be downloaded from:

<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Information-Warfare/>

Page 13 volunteering for Aircrew Duty per MILPERSMAN 1220-010

Page 13 volunteering for Submarine Duty per MILPERSMAN 1306-402

Copies of evaluations for past 36 months

PRIMS PFA and BCA Data for the past 8 PFA cycles

Proof of completion of NEETS Modules 10, 12, and 17. These modules can be found at Navy E-Learning.

CTR Conversion Request Submission Procedures

Submit conversion requests in accordance with the guidance provided on the NPC conversions web page:

<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Active-Duty-Conversions/>

The processing of conversions can be a lengthy process due to the chop-chain. Delays normally occur as a result of incomplete package submissions. Please ensure all required documents are included when submitting requests. The status of conversion requests can be found on the NPC conversions web page.

Conversion to CTR is done outside of My Navy Assignments/CWAY. It is imperative that the Sailor and their COC communicate with the CTR ECM throughout the process. Any questions, contact the CTR ECM.

Applicants cannot be approved for conversion in to the CTR rating unless they are approved for conversion out of their current rating or are currently under PCS orders for their current rate.

References:

Latest CWAY NAVADMINs

MILPERSMAN 1440-010 – Change in Rating, Authorization

MILPERSMAN 1306-106 – Time On Station (TOS) and Retainability/Obligated Service (OBLISERV)

MILPERSMAN 1306-608 – Class “A” School Opportunities

MILPERSMAN 1306-618 – Class “A” School and Rating Entry Requirements

MILPERSMAN 1220-010 – Aircrew Program

MILPERSMAN 1306-402 – Qualification for Assignment to Submarine Duty

Contact Information:

NPC Conversions Desk:

- Email: askmncc.fct@navy.mil

- Phone: (901) 874-3048/4523, DSN: 882-3908

CTR ECM:

- Phone: (901) 874-2286, DSN: 882-2286

Notes: Please do not contact the CTR detailers unless approved for conversion. Do not fax documents directly to the CTR ECM unless specifically requested. **All PII material provided for conversion shall be sent by encrypted email or via DoD SAFE <https://safe.apps.mil>.**

All ratings requiring TS and TS/SCI clearances must have an SF86 included with the conversion package. The SF86 can be accessed at:

<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Information-Warfare/>

(link at the bottom of the page)

The SF86 **shall not** be submitted by the command. This way the command does not have to pay for the background investigation and the initial investigation can be prioritized for processing. If tentatively approved, the FCC/C10F SSO will formally initiate and pay for the background investigation.

_____ : I, _____, hereby volunteer for the Aircrew Program. I understand the following concerning rigorous physical requirements of the Aircrew Program:

1. I am volunteering for aircrewman duty, which necessarily includes Naval Aircrewman Candidate School. If I voluntarily disenroll from training as an aircrewman student, I will no longer be eligible for further aircrew training. Initial: _____
2. I can swim. Initial: _____
3. I must be certified as a Second Class Swimmer before beginning aircrew training. Initial: _____
4. I must pass the Navy Physical Fitness Assessment (PFA) with a "satisfactory-medium" in all categories to enter aircrew school. Initial: _____
5. I must meet the following minimum physical fitness requirements to graduate from aircrew school:
 - a. Be able to perform extensive daily calisthenics.
 - b. Pass a Navy PFA with a "good-medium" in all categories for my age and gender.
 - c. Swim:
 - (1) 1 mile in flight suit in 80 minutes or less using sidestroke, breaststroke, or American crawl.
 - (2) 100 yards in full flight gear (flight suit, boots, helmet, gloves, and deflated life preserver) using each of the survival strokes for 25 yards (sidestroke, breaststroke, elementary backstroke, and American crawl), followed immediately by a 5-minute drown-proofing (face down prone float).
 - (3) In full flight gear, tread water for 2 minutes followed immediately by 3 minutes of drown-proofing.
 - (4) 200 yards (50 yards each breaststroke, elementary backstroke, sidestroke, and American crawl).
 - (5) Jump from a 12-foot tower and then swim 15 yards underwater wearing flight suit and boots using a modified breaststroke, immediately followed by floating using trouser inflation techniques.
 - (6) 75-yard flight equipment swim; 25 yards sidestroke; 25 yards breaststroke; 25 yards elementary backstroke; and 25 yards American crawl. Initial: _____

The Aircrew Program is physically demanding. My success will depend upon my own physical conditioning program, which I have established for myself prior to reporting.

Member's Signature

WITNESSED: _____

(Commanding Officer, Executive Officer, CMC, or Command Career Counselor)

_____: I, _____, hereby volunteer for duty in any type of submarine in the Atlantic or Pacific Fleet. I understand my minimum initial sea tour will be 36 months, regardless of prior sea duty. I also agree to extend my enlistment or to reenlist, if necessary, to meet obligated service (OBLISERV) requirements per MILPERSMAN 1306-604.

Member's Signature

Witnessed: _____
(Commanding Officer, Executive Officer, CMC, or Command Career Counselor)